

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duties of which are assisting in the management of operations of a police department division, including supervision and training of subordinate personnel. Employees of this class direct the activities of subordinate personnel assigned to the various law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, jail operations, juvenile procedures, and special operations. Police Lieutenants work with a high degree of independence, with work reviewed by the Police Captain. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, jail operations, juvenile procedures, and special operations. Deploys personnel in a manner which delivers effective services while minimizing costs. Conducts inspections of assigned department services, evaluates the effectiveness of these services, and makes recommendations to superior officers to correct or improve problem areas. Investigates accidents involving personnel and equipment, determines causes, and recommends procedures to avoid future accidents. Monitors local conditions which may create situations the department may be called upon to handle.

Supervises and inspects subordinate police department employees in order to ensure that the goals and standards of the department are being met. Reviews reports and the work of subordinates to determine if assignments are completed effectively and in accordance with departmental procedures. Outlines responsibilities and duties for subordinates. Sets task priorities in order to accomplish both short and long term goals of the department. Sets work schedules and approves leave. Evaluates work performance and writes employee evaluation reports. Handles employee complaints and grievances, and counsels employees who experience work problems. Provides on-the-job training for subordinates. Maintains discipline by conducting corrective interview and notifying superior officers of the need for disciplinary action. Supervises the preparation

and maintenance of departmental records and reports completed by subordinates. Periodically inspects systems and facilities for maintaining records. Completes forms or records to document the activity of the department. Compiles and analyzes data, and writes reports.

Promotes a positive public image of the department in the performance of duties. Coordinates the work of the department with other agencies, providing assistance and releasing information when needed. Answers inquiries or handles complaints from the public about the operations of the department, or other related areas of law enforcement operations. Serves as department representative to the news media, and at meetings, as assigned.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Sergeant with at least one (1) year in that class immediately preceding the closing date for application to board.